

STATE OF ALABAMA  
DEPARTMENT OF MENTAL HEALTH  
RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410  
[www.mh.alabama.gov](http://www.mh.alabama.gov)

June 11, 2021

RFP 2022-10

Dear Vendor:

The Alabama Department of Mental Health (ADMH) is soliciting proposals to provide **crisis stabilization** services. Request for Proposals (RFP) will be accepted until **2:00 pm on Friday, July 16, 2021**.

The submission of a proposal does not guarantee the award of a contract. Any contract resulting from the proposal is not effective until it has received all required governmental approvals and signatures. In addition, the selected vendor shall not begin performing work under this contract until notified to do so by the departmental contracting agent.

When submitting a proposal, please read the entire RFP document and return your proposal in the requested format. All proposals should be submitted in ink or typed and contain an original signature. Submissions should be delivered to:

AL Department of Mental Health  
Office of Contracts & Purchasing  
100 North Union Street, Suite 570  
Montgomery, AL 36104

**MAILING NOTE:** Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed. Postmarks of the date mailed are insufficient; the proposal must **physically** be received at the listed office by the date and time specified regardless of the delivery service used. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

Sincerely,

*Cedric Harrison*

Cedric Harrison, Purchasing Director  
Office of Contracts & Purchasing

**Organization:** ALABAMA DEPARTMENT OF MENTAL HEALTH (ADMH)

**RFP, Closing Date, & Time:** **RFP 2022-10 Friday, July 16, 2021 by 2:00 pm**  
Review the mailing note.

**RFP Contact Info:** Leola Rogers  
ADMH  
Office of Contracts & Purchasing  
RSA Union Building  
100 North Union Street, Suite 570  
Montgomery, AL 36104  
Telephone Number (334) 353-7440  
Email: [leola.rogers@mh.alabama.gov](mailto:leola.rogers@mh.alabama.gov)

**MAILING NOTE:**

Proposals may be sent via Regular US Postal Service (USPS) Mail, Express/Overnight USPS Mail, commercial delivery service such as FedEx or UPS, or hand delivered by the closing date and time. Emailed or faxed responses are **not** accepted. Also, please note: All US Postal mail, including express/overnight mail that is dispatched to any State agency is processed thru the State mail facility before it is forwarded to the appropriate State agency, thus delaying its arrival to the department. By using the USPS, you assume the risk of delay that may result in your proposal being received late and therefore being determined to be untimely and will not be reviewed. Postmarks of the date mailed are insufficient; the proposal must **physically** be received at the listed office by the date and time specified regardless of the delivery service used. **All proposals received after the deadline will be deemed untimely and will not be reviewed.**

**ADDITIONAL INFORMATION**

1. Who **may not** respond to this RFP? Employees of DMH and current State employees
2. In order to transact business in the State of Alabama, all businesses domestic and foreign must register with the Alabama Secretary of State Office. (Domestic means within the State of Alabama. Foreign means out-of-state.) Website: [www.sos.alabama.gov](http://www.sos.alabama.gov)
3. If contracted with the State of Alabama, all vendors must enroll and actively participate in E-Verify. Website: <https://www.e-verify.gov/>
4. All vendors must register with STAARS Vendor Self Service. Website: <https://procurement.staars.alabama.gov/webapp/PRDVSS1X1/AltSelfService>
5. The Department of Mental Health reserves the right to reject any and all proposals if RFP instructions are not adhered to, such as: received after deadline (see mailing note), requested # of submissions not received.

## SCHEDULE OF EVENTS

### RFP 2022-10

The following RFP Schedule of Events represents the ADMH's best estimate of the schedule that shall be followed. *Except for the deadlines associated with the vendor question and answer periods and the proposal due date, the other dates provided in the schedule are estimates.* ADMH reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the RFP website at [www.mh.alabama.gov](http://www.mh.alabama.gov) for review. All times are in Central Time.

Date	Item	Methods
June 11, 2021	RFP Release	USPS, ADMH Website, and STAARs website
June 21, 2021 by 2:00 pm	Deadline to submit RFP questions in Word	Email to <a href="mailto:leola.rogers@mh.alabama.gov">leola.rogers@mh.alabama.gov</a>
June 25, 2021	RFP Q&A to be posted for review	ADMH website <a href="http://www.mh.alabama.gov">www.mh.alabama.gov</a>
July 16, 2021 2:00 pm	RFP Submissions: 1 original, 2 copies & electronic copy on a thumb drive	USPS or FedEx or UPS (Review mailing note)
July 16, 2021 2:00 pm	RFP Closing Date	USPS or FedEx or UPS (Review mailing note)
August 31, 2021 Approximately	Notification of selection status	USPS (In writing)
<b>Submit RFP Responses To:</b> AL Department of Mental Health Office of Contracts & Purchasing RSA Union Building 100 N. Union Street, Suite 570 Montgomery, AL 36104		

## RFP CONTACT PAGE

Vendor's Legal Name	
Street Address	
City, State & Zip Code	
Contact Person	
Contact Phone #	

The Alabama Department of Mental Health (ADMH) is seeking qualified providers (both within Alabama and nationwide) to provide crisis stabilization services for individuals with intellectual and developmental disabilities in the State of Alabama. The ADMH intends to have **Crisis Stabilization Services** available to individuals statewide (*covering all 5 DD Regions*).

## **I. INTRODUCTION**

The Alabama Department of Mental Health, hereinafter, referred to as ADMH, was established by Alabama Acts 1965, No. 881, section 22-50-2. Its purpose is to provide for the diagnosis, treatment, rehabilitation, follow up care, prevention and research into causes of all forms of mental or emotional illness, which includes alcoholism, drug addiction, epilepsy, and intellectual/developmental disability. ADMH has the statutory authority to supervise, coordinate, and establish standards for all operations and activities of the state related to mental health and the provision of mental health services.

ADMH is now accepting proposals to provide crisis stabilization services for individuals with intellectual and developmental disabilities in the State of Alabama.

## **II. TARGET POPULATION**

The target population for this proposal will be individuals in behavioral and/or psychiatric crisis in Alabama who live in community settings and are enrolled in Alabama's Home and Community Based Medicaid Waiver Programs in the Department of Mental Health. These individuals will meet the following criteria for treatment through this crisis stabilization service:

- (1) The crisis threatens the health and/or safety of the individual or others.
- (2) The crisis threatens the stability of the individual's current living arrangement.

## **III. PROGRAM GOALS**

By means of contracting with certified providers, the ADMH Developmental Disabilities Division is striving to accomplish the following goals:

1. Prevention of harm to the individual or others.
2. Prevention of a permanent disruption in the individual's current living situation.
3. Reduction in future crisis episodes for the individual.
4. Resolution of immediate crisis situations.
5. Increase in appropriate behavior with consequent decrease in crisis episodes related to behavior.

## **IV. CONTRACTUAL LIMITATIONS**

Any and all contracts resulting from this RFP shall be for a one-year period, with an offer of amending for one year expiring with the end of the state fiscal year. All contracts shall be subject to availability of funds and continuation of this project. Should the funding or service requirements relative to this project be altered, contracts will be amended, accordingly.

## **V. VENDOR ELIGIBILITY**

Applicants must meet the following eligibility criteria in order to submit a proposal in response to this RFP:

1. The applicant must have the capability to build a multidisciplinary team (within an agency or may be a multi-agency collaborative) that is under the direction and supervision of a psychologist, psychiatrist, board certified behavior analyst, counselor, or social worker licensed by the State of Alabama and meeting the requirements of a Qualified Developmental Disabilities Professional (QDDP) .
2. Applicant's team members must have at least one year of work experience in serving persons with developmental and/or intellectual disabilities. Preference will be given to proposals whose team members exceed the minimum one-year experiential requirement.

3. The applicant must indicate what specialized training is required or has been received (beyond general training required by standards), how the training is or will be provided, number of hours per topic (if not already indicated), and which team members will be required to obtain the training related to each topic prior to providing services. Training topics must include, but are not limited to, the following:
  - a. Minimum of 40 hours training in crisis intervention techniques (e.g.; Crisis Prevention and Intervention (CPI), Professional Crisis Management (PCM), etc.) and demonstration of competency in performing the techniques.
  - b. Training of the ADMH, Division of Developmental Disabilities Behavioral Services Procedural Guidelines.
  - c. Functional behavioral assessment of challenging behaviors and applying results to positive behavior support planning .
  - d. Understanding Intellectual Disability, Mental Illness, and Dual Diagnosis (MI/ID)
  - e. Understanding how medical problems/conditions can affect behavior .
4. Applicant's team must be mobile and prepared to direct staff if that is necessary to implement a resolution to the crisis.
5. The applicant must indicate if the team will be agency-based or a multi-agency collaborative.
6. The applicant must have the capability to access:
  - Medical personnel (e.g. Medical Doctor, Registered Nurse, Licensed Practical Nurse, Dentist)
  - Psychiatric personnel (e.g. Psychiatrist, Psychologist, Licensed Social Worker)
  - Out-of-Home Respite care
  - In-home supports, care, monitoring
  - General hospital care

## **VI. PROPOSAL REQUIREMENTS**

1. ADMH desires to contract for crisis stabilization service capability to serve individuals statewide. The ADMH reserves the right to select more than one provider in each region to provide coverage in the geographic areas.
2. The program must be designed to alleviate the immediate crisis situation for an individual and stabilize the individual and/or situation to preserve the community living arrangement.
3. The program must be available to all individuals receiving waiver services, accessible to all providers, and ADMH staff shall be able to make referrals as needed, in the designated region.
4. It is the intent of this RFP that any proposal shall use the services of the Medicaid Home and Community-based (HCB) Waivers to the maximum extent possible. The waiver services may be used in any legitimate configuration, so long as payment for one service does not duplicate payment for another. The proposal must address the waiver services it will employ, and how duplication of service and payment will be prevented.
5. In addition to the services of the waiver, the proposal should address professional medical and psychiatric services reimbursable through the Alabama Medicaid Program and third-party insurance, as well as other Medicaid funded services and generic community based supports.
6. The program must meet certification requirements of the Department of Mental Health, Division of Developmental Disabilities.

7. The program must be able to produce a written crisis stabilization plan, with a budget, for each individual served. The crisis intervention service, or alternatively out of home crisis respite, may serve to cover services initially, while the plan is being developed. The plan must, however, be completed and submitted within the first five days. The crisis intervention service will be limited to hours/units) per individual per year, as defined in the waiver. It will be expected that after the first 10 days of any episode the crisis intervention service will be phased out and replaced with augmented or other waiver services such as Positive Behavior Supports, ABA Therapy and/or supplemental staffing.
8. Specific program components shall include, but are not limited to, the following:
  - Medical stabilization
  - Intensive behavioral intervention
  - Emergency respite
  - Psychiatric stabilization
  - In home supports
9. The proposal shall be developed following the outline below. Each section, A-H, in the Statement of Work must be addressed, and appendices provided where indicated.

The information provided in *Italics* under each heading explains the intent of the section and/or describes the minimum information you are required to provide. Although minimum requirements must be addressed, it is the responsibility of the applicant to ensure that each response thoroughly describes the strategies, and approaches, or provides other relevant information to ensure that the topic of the section is fully and distinctly addressed.

Information in **Bold Type** in each section provides the evaluation criteria for review and scoring of the application.

## **VII. STATEMENT OF WORK**

### **A. Statement of the purpose**

*(Please state in succinct terms your understanding of the role Crisis Stabilization plays for individuals with intellectual disabilities in a system of care and the need for services required by this RFP. Provide an overview of the applicant organization that includes the agency's key strengths and a summary of the proposal.)*

**The applicant organization demonstrates a clear understanding of the purpose to be addressed by this RFP, the need for the specified services, and the role this service plays in the overall system of care for intellectual disabilities.**

### **B. What is your agency's philosophy for addressing the needs of this population?**

*(This section must present a clear understanding of the needs of those with intellectual disabilities in crisis who live in community settings and the immediate and ongoing challenges usually related to these needs. Include in philosophy individuals' rights while receiving services from your agency.)*

**The applicant organization's philosophy demonstrates a clear understanding of the needs and rights of individuals with intellectual disabilities.**

### **C. Describe your agency's experience relative to providing services for the target population.**

*(Describe the capacity in which you have served the target population, how many years your agency has served this population, how many individuals on average your agency has served, and any experience with serving specialty populations. Identify challenges experienced and lessons learned.)*

**The applicant organization has a minimum of five-years' experience serving the target population.**

**The target population has demonstrated successful outcomes as a result of services provided by the applicant organization.**

**D. Provide a Program Description that details the crisis stabilization services you are proposing to address the needs of the target population.**

*(A Program Description should include, but not be limited to, the following:*

- *Program Structure*
- *Organizational Chart*
- *Active treatment through the following disciplines: psychiatry, nursing, psychology, social work, and habilitation.*
- *Treatment Planning*
- *Medical and Dental Care*
- *Patient Rights*
- *Family Participation*
- *Behavioral Treatment*
- *Recreational Activities*
- *Daily Schedule*
- *Assessment/testing*
- *Advocacy*
- *Discharge Planning*

**The proposed Program Description outlines a comprehensive approach in the treatment of individuals requiring crisis intervention and stabilization.**

**E. Describe how your agency will cooperate and collaborate with ADMH (Regional Community Service Offices, Comprehensive Support Services Teams, QE and Certification), community providers and other agencies, systems and resources (e.g. hospitals, psychiatric units, mental health providers, DHR offices, courts, schools, etc.), to ensure individuals are navigated through the system of care in Alabama for appropriate services.**

*(Describe how these collaborations will directly benefit the target population, promote efficiency, and/or improve effectiveness.)*

**The applicant organization demonstrates a planned collaborative relationship and ensures that individuals are navigated through the system of care.**

**F. How will your agency identify strategies to meet the program goals for this project?**

*(Provide a list of strategies and measurable objectives and describe how these will correlate to the project's goals. Describe the process that will be utilized to monitor progress toward implementation of these strategies and accomplishment of the program goals.)*

**The applicant organization identifies clear strategies that are appropriate to accomplish the program goals.**

**G. Indicate how long it will take to initiate this program and what resources will be required.**

*(Provide the earliest date your agency can begin to provide services for the target population. Identify any potential barriers that may impact the projected program initiation and plans to address these barriers.)*

**PLEASE DESIGNATE THE FOLLOWING INFORMATION AS APPENDIX I:**

*Provide a detailed phase in plan that includes each task that must be accomplished prior to initiation of the project. Indicate resources, staff, etc. required to complete each task, along with a schedule of projected timelines for task completion.*



**The applicant organization reflects realistic and timely initiation of program and resources required.**

**H. What is the projected annual budget?**

*(Please provide a detailed, line item annual budget for this project. Include a listing of all personnel, by position, that will contribute in any way to the operation of this program, salaries, fringe benefits, and full-time equivalency status. All other expenditures shall be identified by individual line items. Projected program income shall also be included.)*

**PLEASE DESIGNATE THE FOLLOWING INFORMATION AS APPENDIX II:**

**(1) A LINE ITEM BUDGET SHOWING ALL EXPENDITURES FOR THIS PROJECT, AND PROGRAM INCOME SPECIFIC TO THIS PROJECT, AND (2) A NARRATIVE BUDGET JUSTIFICATION FOR EACH LINE ITEM.**

**Submission Instructions**

Each proposal is to contain **specific responses** to each of the requests listed in **Section VII – Statement of Work**, and respondents are encouraged to respond fully to each inquiry, but to be as concise as possible. **Submit the response as instructed in the proposal.**

**Submit one original, two copies, and copy on a thumb drive** containing all appendices included in sections A-H of Statement of Work. Proposals must be received at the following address no later than **2:00 p.m. on Friday, July 16, 2021**. **Note:** Make sure at least one copy is single-sided.

Proposals must be clearly marked **ADMH-DDD Crisis Stabilization**. All proposals received after the deadline will be returned unopened. **Postmarks of the date mailed are insufficient.**

The ADMH assumes no responsibility for expenses incurred in the preparation of the proposal. The ADMH reserves the right to reject any and all proposals. Additionally, the ADMH reserves the right to waive irregularities in any proposals and request clarification of any information and negotiate with the agency/firm submitting the best proposal to secure more favorable conditions.

**Selection Criteria**

Selection shall be based on factors to be developed by the procuring state entity, which may include among others, the following:

1. Specialized expertise, capabilities, and technical competence, as demonstrated by the proposed approach and methodology to meet project requirements.
2. Resources available to perform the work, including any specialized services within the specified time limits for the project.
3. Record of past performance, quality of work, ability to meet schedules, cost control and contract administration.
4. Availability to and familiarity with the project locale.
5. Proposed project management techniques.
6. Ability and proven history in handling special project contracts.

### Evaluation Criteria/Selection Process

The ADMH will review each eligible proposal and, if selections are made, each will be made in accordance with the general criteria given below. Failure of the applicant to provide information required in the RFP may result in disqualification of the proposal. The ADMH may elect to conduct interviews with applicants submitting eligible proposals. **Note: Make sure at least one copy is single-sided.**

A comparative scoring process will be used to determine the degree to which each proposal meets the following general evaluation criteria, with a maximum of 100 points possible:

A. Statement of purpose **(10 points) (See Section VII)**

B. What is your agency's philosophy for addressing the needs of this population?  
**(10 points) (See Section VII)**

C. Describe your agency's experience relative to providing services for the target population.  
**(10 points) (See Section VII)**

D. Provide a Program Description that details the crisis stabilization services you are proposing to address the needs of the target population. **(10 points) (See Section VII)**

E. Describe how your agency will cooperate and collaborate with ADMH, community providers and other agencies to ensure individuals are navigated through the system of care in Alabama.  
**(20 points) (See Section VII)**

F. How will your agency identify strategies to meet the program goals for this project?  
**(10 points) (See Section VII)**

G. Indicate how long it will take to initiate this program and what resources will be required.  
**(10 points) (See Section VII)**

H. What is the projected annual budget? **(20 points) (See Section VII)**

<b>Statement of Work</b> (100 Points available)	
A. Statement of purpose	10 points
B. Agency philosophy for addressing population's needs	10 points
C. Describe your agency's experience relative to providing services	10 points
D. Provide a Program Description of crisis services	10 points
E. How your agency will cooperate and collaborate with partners	20 points
F. How will your agency identify strategies to meet goals	10 points
G. Timeline to initiate program & required resources	10 points
H. Annual budget	20 points